

National Aeronautics and Space Administration



Phase A Kickoff Meeting Goals and Guidelines

SCIENCE

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Kickoff for *Discovery 2019 AO*
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www.nasa.gov



Goals for today



- Discuss the Step-2 Process and Schedule
- Discuss the Roles and Responsibilities
- Introduce you to key personnel
- Provide info on some other NASA resources
- Provide an overview of the CSR expectations and requirements
- Answer your questions

10:00	Welcome and Introduction	Lori Glaze, Director, Planetary Science Division, NASA HQ
10:05	Phase A Kickoff Meeting Goals and Guidelines	Thomas Wagner, Lead Program Scientist, Discovery Program, NASA HQ
10:10	Introduction to the Program Office	Bradley Zavodsky, Mission Manager for Discovery, PMPO, NASA MSFC
10:25	Concept Study Guidelines	Odilyn Luck, Discovery Acquisition Manager for Step 2, Science Office for Mission Assessments; NASA LaRC
10:45	Writing Level 1 Requirements	Jared Leisner, Program Scientist, Heliophysics Division; NASA HQ
11:00	Launch Services	Jason Jagdmann, Launch Services Program, NASA KSC
11:15	Planetary Protection	Elaine Seasly, Deputy Director, Planetary Protection Office, NASA HQ
11:30	Lunch Break	
12:00	TDOs, SEO, SCs: Guidelines and Evaluation	Odilyn Luck, Discovery Acquisition Manager for Step 2, Science Office for Mission Assessments; NASA LaRC
12:05	Planetary Technology Programs for TDOs and SMD Rideshare	Carolyn Mercer, Lead Program Scientist, Technology Programs, Planetary Science Division, NASA HQ
12:20	STMD Technologies for TDOs	Michael Seablom, Chief Technologist, Science Mission Directorate, NASA HQ
12:35	SOMA Lessons Learned	Carlos Liceaga, Discovery Acquisition Manager for Step 1, Science Office for Mission Assessments; NASA LaRC
1:10	Question and Answer Session	All
2:30	Adjourn	



Guidelines



- We are using a single phone line today, so please mute your phone
- Hold your questions until the end of each presentation.
- There will be a 5 minute Question-and-Answer (Q&A) session after each presentation and an extended Q&A session after all presentations are complete.
- We will accept written questions via chat or spoken questions via the teleconference line. You do not need to identify yourself for either chat or spoken questions.
- All discussion between NASA and attendees will be accessible to all attendees, though NASA personnel may engage in private sidebar discussions to determine the best answer to a question before announcing it.
- All presentations and Q&A will be posted within two weeks to the acquisition website @ <https://discovery.larc.nasa.gov/index.html>.

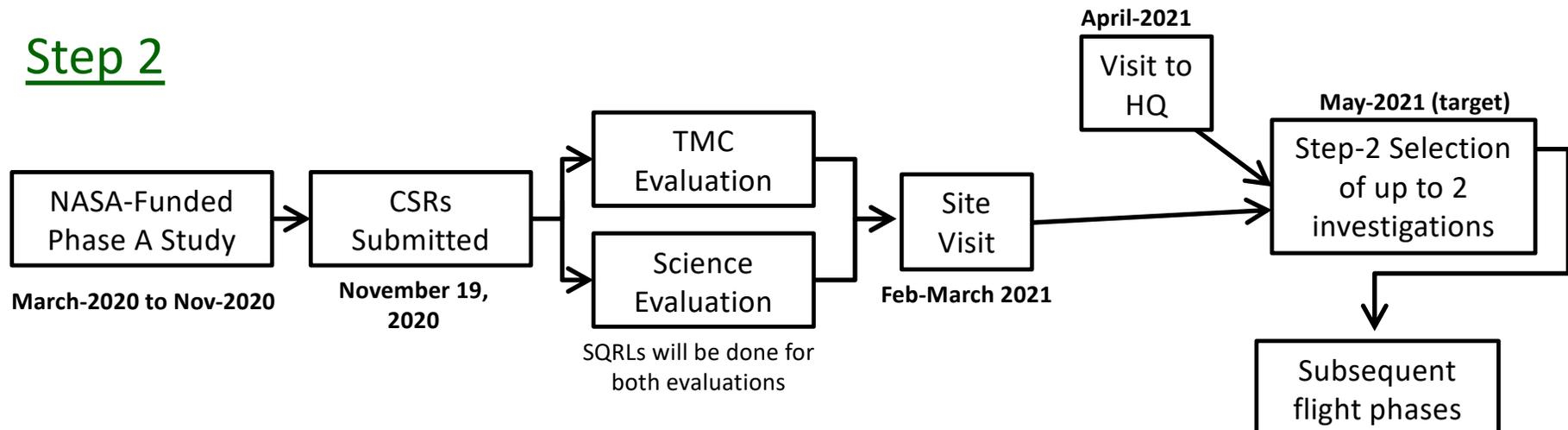


Step 2 Process and Schedule



- Interaction is what differentiates Step 2 from Step 1
- After CSRs are submitted, evaluation will involve:
 - Site visit hosted by the investigation teams (Feb-March 2021)
 - Significant weaknesses, Questions, and/or Requests for information (SQRLs) to address during the site visit process
 - Other areas of focus for the site visit after reviewing the early responses to SQRLs
- All investigation teams will be invited to present to the Selection Official in April 2021.

Step 2





Roles and Responsibilities during Step 2



Principal Investigator (PI): leads the investigation team and is accountable to NASA for the success of the investigation, with full responsibility for its scientific integrity and for its execution within committed cost and schedule

Investigation Team: Works to mature the concept from MCR to MDR levels while resolving weaknesses

Program Scientist (PS): Co-responsible with PE to NASA for integrity of AO process, serves as the single POC between Step-2 teams and NASA, and manages the science panel (Forms A and B)

Program Executive (PE): Co-responsible with PS to NASA for integrity of AO process, interfaces with NASA leadership for procurement matters, budget, and schedule

SOMA Acquisition Manager (AM): Manages the Step-2 process overall and runs the TMC panel conducting the technical review (Form C)

Evaluation Team: Assesses your submitted CSR within constraints provided by CSR Guidelines, AM, and PS



Direction to Selectees and Q&As



Your Selection Letter provided some explicit direction, reiterated & modified as follows:

- *If your investigation concept includes international collaborations or contributions, **please seek and provide confirmation of commitment from your international partner(s) prior to the submission of the Phase-A Concept Study Report (CSR)**. As part of the Step-2 selection process, NASA will independently assess any proposed international partnerships at the programmatic level for alignment with NASA's overall strategy and principles for international collaboration.*
- You may have received specific guidance on launch window planning.
- No later than May 1, all selectees must provide a brief response to each major weakness, including a plan to fully address each as part of the CSR effort. **See the Q&A on the SOMA site.**
- If you have any questions about other specific guidance that you received, please ask.

There were other questions asked during the process that have been posted on the Q&A section on the acquisition website. We will also post new questions based on what is asked here.

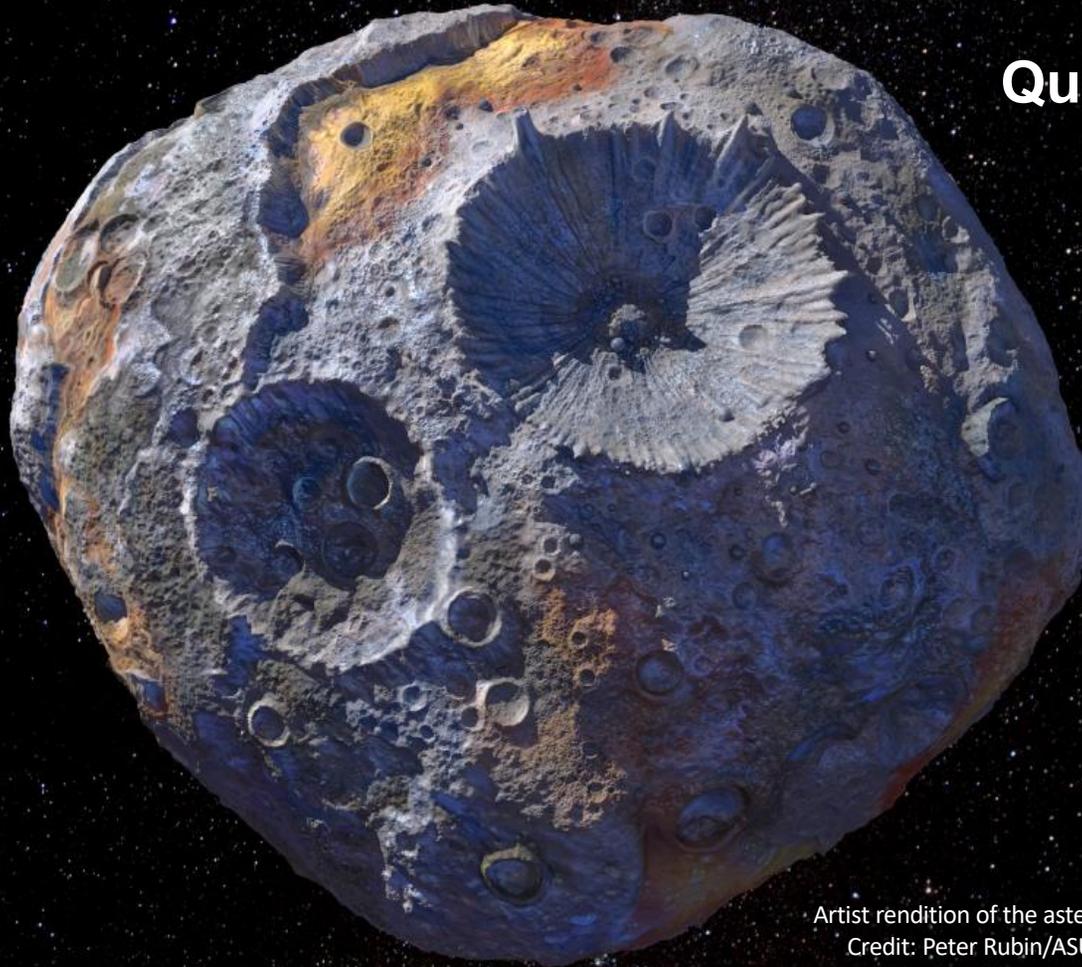


COVID-19 Impacts



- We are monitoring the COVID-19 situation closely, including getting routine guidance from NASA senior leadership.
- **At this stage we are proceeding and aiming to stay on schedule for selection in Q2 2021.**
- If your team encounters significant difficulty due to COVID-19, please let us know.
- We will update you as we learn more.

Questions?



Artist rendition of the asteroid Psyche.
Credit: Peter Rubin/ASU